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Library Trustees Minutes 01-08-2002

Robbins Library Board of Trustees
January 8, 2002

Call to order

The meeting was called to order at 7:35 PM. Attending were trustees David Castiglioni, Patricia Deal, Barbara Muldoon, Frank Murphy, Joyce Radochia and Susan Ruderman. Katharine Lawrence was absent. Also attending were library director Maryellen Loud and assistant director Cindy Diminture.

Approval of minutes

There was a minor addition to the minutes of the December 11th meeting. The time (7:30PM) was added to the sentence regarding the spring author program. The corrected minutes were approved on a motion by Mr. Murphy; seconded by Ms. Muldoon. Passed unanimously.

Communications

1. Ms. Loud received a postcard from a patron asking to have Internet filtering software installed on all of the library's public computers and requesting to be apprised of the library's filtering policy and procedures. Ms. Loud will send a reply.
2. Steven Ratiner called the director with a proposal for a program series entitled "In Your Own Words" which is a writing workshop for dealing with the events of September 11th. This program has been conducted at the Boston Public Library where it was enthusiastically received and will take place at all of its branches. One of the presenters will be Marilyn Zuckerman of the Arlington Center for the Arts. At the suggestion of the Board, Ms. Loud will contact Mr. Ratiner to firm up the details. Ms. Deal made a motion to support the program proposal; seconded by Ms. Ruderman. Approved unanimously.
3. A letter was received by Ms. Radochia from Alfred Koumans regarding the library's sponsorship of local author programs. Ms. Radochia will respond.
4. A reporter for the Arlington Advocate called Ms. Loud for information on how the reduction in state aid payments will affect the library. There will be a reduction of \$4,000 which will impact FY2003.

Fundraising

Fifty-four donors responded to the annual solicitation with donations of approximately \$6,000. Ms. Ruderman suggested that the trustees conduct a large-scale business solicitation in late February/early March. She will draft a letter and also review the business donor list.

Author program

Ruth Foster is scheduled to speak on April 3rd at 7:30 PM. Her book is not widely available for purchase, but is still in print. Suggestions were briefly entertained for a fall speaker. Ms. Loud will contact Sue Miller concerning her availability. Other possibilities are Perri Klass, Mameve Medwed and Vicki Croke. Ms. Loud will also review a previously compiled "suggestions" list.

FY2003 budget update

Ms. Loud distributed the Town Manager's budget recommendations which are being forwarded to the Finance Committee.

Space planning

Ms. Loud will meet again with the Adult Services staff to make certain that they understand the ramifications of the proposed office layout. Cost estimates will be pursued.

Report of the trust fund liaisons

Ms. Muldoon reported on the status of the general trust funds. Mr. Murphy inquired about the possibility of including an "encumbered" column on the twice-yearly reports. Ms. Loud will work with the library's bookkeeper and all staff placing orders to accomplish this. Mr. Castiglioni gave his report on the Russell Fund, which shows \$22,292 spent out of a total budget of \$35,329. This leaves \$13,037 remaining for this fiscal year.

Mid-year evaluation of trustee and administrative goals and objectives

The trustee goals are on track; no changes were made. Ms. Loud reviewed with the Board the administrative goals and noted activities that will not be able to be accomplished due to a lack of funding. Other items are on schedule and many are ongoing. New sections were added to the document to cover goals, objectives and activities relating to :1.The building 2.Technology.

Annual report

The trustees reviewed a draft of the annual report written by Ms. Loud. Some changes in syntax were suggested. Ms. Ruderman thought that breaking the text into a larger number of paragraphs would ease readability. Ms. Loud will revise.

Security

There will be a greater review of library security at the next meeting.

Adjournment

The meeting was adjourned at 10 PM on a motion by Ms. Deal; seconded by Ms. Ruderman. The next meeting will be held on Wednesday, February 13, 2002.

Respectfully submitted,

Cynthia Diminture